
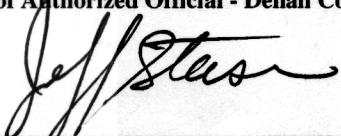



JUL 26 2001

 Financial Assistance Award DENALI COMMISSION 510 "L" Street, Suite 410 Anchorage, Alaska 99501		Project Number 0042-DC-2001-I21		
		Denali Commission Accounting Code		
		95670000	\$ 41,210	
			42,600	
		Total Commission Funding		\$ 41,210 42,600
Funds Available & Apportioned by OMB		MO for CEE		
Recipient Name & Address Alaska Primary Care Association 903 West Northern Lights Blvd., Suite 202 Anchorage, AK 99503 Phone (907) 272-6131		Cost Share Distribution		
		Denali Commission	Other contributors	Totals
		Totals	\$ 41,210 42,600	\$0
Authority 112 Stat 1854	Project Title Alaska Rural Primary Care Program - Technical Assistance	Award Performance Period From: May 1, 2001 To: August 31, 2001		
<p>This Financial Assistance Award approved by the Federal Co-Chair of the Denali Commission is issued in triplicate and constitutes an obligation of federal funding. By signing the three documents, the Recipient agrees to comply with the Award provisions indicated below and attached. Upon acceptance by the Recipient, two signed Award documents shall be returned to the Federal Co-Chair of the Denali Commission and the Recipient shall retain the third document. If not signed and returned without modification by the Recipient within 30 days of receipt, the Federal Co-Chair may unilaterally terminate this Award.</p> <p> <input type="checkbox"/> EDA Standard Terms and Conditions Public Works and Implementations Construction Components, dated 3/99 <input checked="" type="checkbox"/> Special Award Conditions and Attachments <input type="checkbox"/> Line Item Budget <input type="checkbox"/> 15 CFR 24, Uniform Admin Requirements for Grants/Cooperative Agreements to State and Local Governments (www.access.gpo.gov/nara/cfr/waisidx_99/15cfr24_99.html) <input type="checkbox"/> OMB Circular A-87, Cost Principles for State and Local Governments and Indian Tribal Governments (www.whitehouse.gov/OMB/circulars/a087/a087-all.html) <input checked="" type="checkbox"/> OMB Circular A-133, Audits of States, Local Governments and Indian Tribal Governments (www.whitehouse.gov/OMB/circulars/a133/a133.html) <input checked="" type="checkbox"/> 15 CFR, Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations (www.access.gpo.gov/nara/cfr/waisidx_99/15cfr14_99.html) <input type="checkbox"/> OMB Circular A-122, Cost Principles for Nonprofit Organizations (www.whitehouse.gov/OMB/circulars/a122/a122.html) <input type="checkbox"/> OMB Circular A-21, Cost Principles for Educational Institutions (www.whitehouse.gov/OMB/circulars/a021/a021.html) <input type="checkbox"/> EDA Standard Terms and Conditions Capacity Building Programs <input type="checkbox"/> Department of Commerce Financial Assistance Standard Terms and Conditions, dated 10/98 </p>				
Signature of Authorized Official - Denali Commission 	Typed Name and Title Jeffrey B. Staser, Federal Co-Chair	Date 7/26/01		
Signature of Authorized Official - APCA 	Typed Name and Title Marilyn Walsh Kasmar, Executive Director	Date 7/13/2001		

Award Conditions to the Financial Assistance Award
Project No. 0042-DC-2001-I21
Alaska Rural Primary Care Program - Technical Assistance
Alaska Primary Care Association

1. The scope of work for this Financial Assistance Award is the provision of technical assistance as described in the attached scope of work. The estimated cost for this Award is attached. All Commission funding is intended for use for the scope of work specified above only. In the event there is a balance of funding after the full scope of work is completed, then the Commission will determine how the excess funds will be allocated.
2. The Project Officer for the APCA is Ms. Marilyn Walsh Kasmar and for the Denali Commission Mr. Joel Neimeyer.
3. The APCA shall submit written progress reports to the Commission Project Officer quarterly (January/March, April/June, etc.). The reports are due within 30 calendar days of the end of the quarter. Written notification is required in the event of significant project events that may extend the project schedule and/or impact the project budget. Quarterly progress reports shall include a narrative summary of the project status and accomplishments to date, and address the following questions: is the project on schedule, is the project on budget, and what actions are planned to address any project problems. These progress reports shall be sent to:

Denali Commission
510 "L" Street, Suite 410
Anchorage, AK 99501.

The Commission reserves the right, at a future date, to direct the APCA to provide the progress reports in electronic format for posting on the Commission web page.

4. Two forms of project financial reports are required.
 - A. Project financial status reports shall be submitted to the Commission Project Officer quarterly (included as part of the quarterly progress reports). For each project that includes funding from the Denali Commission, the quarterly financial status report shall show the following:
 - i. the total project budget
 - ii. the total amount of Denali Commission funds committed to the project
 - iii. the total project expenditures as of the end of the most recent quarter
 - iv. the total expenditure of Denali Commission funds for the project as of the end of the most recent quarter based on pro rata share of total contributions (report can be by dollar amount or percentages)
 - v. the percentage of expenditures to the total budget; and

- vi. a project performance analysis on project line items, as defined by APCA, showing budget costs compared to actual expenditures and obligations to date versus work performed to date.
- B. A final Financial Status Report (Standard Form 269 – www.whitehouse.gov/OMB/grants/index.html#forms) shall be submitted to the Commission Project Officer within 90 days after the end of the Award Performance Period.
- 5. To receive payment, the APCA must submit a "Request for Advance or Reimbursement", Standard Form-270, to the Commission Project Officer. It is expected that the APCA will forecast by letter or spreadsheet format, Commission funds or working capital advances needed on a quarterly (or as needed) basis. This does not preclude more frequent Commission payments, then monthly, given project specific needs. The Commission reserves the right to prohibit further payments to the APCA, at any time, if discrepancies involving Commission funds arise, until such time that the discrepancies are resolved to the satisfaction of the Commission.
- 6. To the maximum extent feasible, considering applicable laws, the APCA shall accomplish the work of this Agreement utilizing local labor.
- 7. No portion of this award may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section 607(a) of Public Law 96-74.
- 8. Based upon proposed Federal funding for this project, project level environmental reviews in accordance with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) are required. However, the project scope of work will result in the production of reports and documents that will have no impact to the environment. Therefore, this Financial Assistance Award shall serve as adequately addressing NEPA and NHPA requirements.
- 9. Changes to the Financial Assistance Award can take two forms.

Amendments shall be identified by sequential number followed by the Denali Commission project number (i.e. Amendment No. 2 – Project # 0001-DC-1999-I1). The Commission Federal Co-Chair and the designated representative for the APCA shall execute these Amendments. These documents (in Financial Assistance Award format with attached Award Conditions) define the changes to the scope of work, project schedule and estimated costs for each specific project undertaken. In general, Amendments are used for changes in funding from the Commission and/or other sources to the total project amount.

Addendums to Financial Assistance Award are in letter format from the designated Project Officer for the Commission to the designated Project Officer for APCA.

Addendums shall be identified by sequential letter followed by the Denali Commission project number (i.e. Addendum No. B – Project # 0001-DC-1999-I1). These Addendums shall be executed by the concurrence of the Commission Project Officer and approval by the Commission Chief of Staff. In general, Addendums are used for small changes in project scope. In addition, they can be used as a “delivery order” to APCA to do miscellaneous work associated with the primary health care program. These addendums shall include a scope of work, negotiated cost reimbursement, a method to measure completion of work, and lastly payment method.

10. The APCA is authorized to rent computer equipment for one staff member during the course of this Award. The APCA may elect to purchase the computer equipment and pay the difference between the rental amount versus purchase price. The APCA is allowed to keep the computer equipment at the end of this Award.

**Scope of Work – Alaska Primary Care Association
Technical Assistance for Health Care Facilities Planning, Design and Construction
For the Denali Commission
June 2001**

1.0 General:

From the Denali Commission Act of 1998, as amended: "...the Secretary of Health and Human Services is authorized to make grants to the Denali Commission to plan, construct, and equip demonstration health, nutrition, and child care projects, including hospitals, health care clinics, and mental health facilities (including drug and alcohol treatment centers)..."

The Commission and seven other statewide partners have formed a health care steering committee to provide oversight and advice on the Commission's health care programs. Presently, the Commission is focusing on rural primary care facilities, but may expand its health care facilities program to include the full list of demonstration health projects listed above. The Steering Committee on March 2, 2001 identified the Alaska Primary Care Association (APCA) as the steering committee member best able to provide the desired technical assistance. From the APCA mission statement: "the APCA works to maintain and expand primary health care in Alaska through the support of organizations which provide comprehensive, family oriented primary care without regard for the patient's ability to pay."

This document identifies the scope of technical assistance the Commission presently desires to support its health care programs as well as support for the steering committee. In the event the Commission expands its health care program, it may elect to amend this scope of work and provide subsequent technical assistance tasks to the APCA.

2.0 Scope of Work Requirements:

Small Clinic Request for Proposals (RFP):

- Provide technical assistance (phone, fax, mailings and meetings) to short-listed communities (Groups 1, 2, 3 and 4) and other organizations supporting the communities in responding to the RFP elements.
- Coordinate technical assistance workshops in 6 communities around the state: Anchorage, Fairbanks, Bethel, Dillingham, Kaktzebue and Nome. These workshops shall be all-day sessions staffed partly by APCA, representatives from the Steering Committee, and possibly the Commission's contractor that developed the RFP booklet.
- Record major topics discussed, as well as questions and responses that are made at each workshop so that these items can be incorporated into a "Frequently Asked Questions" on website.
- Develop and keep up to date a Frequently Asked Questions and RFP clarification list for a website maintained by others.
- Develop web site content on Frequently Asked Questions and RFP clarification list and routinely provide up-dated content to others that are maintaining the web site.

Technical Assistance for Health Care Facilities Planning, Design and Construction

June 2001

- Time permitting provide specific technical assistance to communities for the RFP service delivery plan. When it is not possible to provide technical assistance, make recommendations concerning the technical assistance required as well as potential methods and sources for acquiring the assistance. Maintain a list of other agencies that might be able to provide technical assistance and refer applicants to those agencies as needed.
- Time permitting provide specific technical assistance to communities for the RFP clinic facility sustainability plan. When it is not possible to provide technical assistance, make recommendations concerning the technical assistance required as well as potential methods and sources for acquiring the assistance. Maintain a list of other agencies that might be able to provide technical assistance and refer applicants to those agencies as needed.
- Support the proposal evaluation committee (PEC): arrange for sufficient copies to be made (copying costs by the Commission), distribute the copies, take minutes of the PEC meeting and produce a draft electronic version for the PEC to review within 5 working days of the meeting.

Post-Small Clinic RFP (not included in this Agreement):

- Follow up with communities identified to have insufficient service delivery plans, and clinic facility sustainability plans: recommend technical assistance required and methods to provide it to the community.
- Coordinate with other organizations on developing programs, tools and materials to assist communities in developing sufficient service delivery plans and clinic facility sustainability plans.
- Initiate outreach to Groups 3 and 4 communities to prepare them for developing sufficient service delivery plans and clinic facility sustainability plans.
- Work with DHSS and the Steering Committee on Post-Small Clinic RFP to assure coordination of resources and activities with Phase II –Alaska Rural Primary Health Care Needs Assessment.

Small Clinic “Repair RFP and Large Clinic RFP: (not included in this Agreement).

Alaska Primary Care Association - Technical Assistance Budget For Project Year
May 1, 2001 through August 31, 2001

	<u>BPHC Base</u>	<u>Subtotals</u>
Personnel:		
Executive Director- 0.1 FTE @ \$40/ hr @ 1/3 year	\$ 2,746	
Program Asst.-0.30 FTE @ \$18.00/hr @ 1/3 year	\$ 3,707	
Rural Health Dev. Program Coordinator, .6 FTE @ \$35.00 / hr. @ 1/3 year	\$ 14,414	
Fringe (excluding medical /dental ins.) @ 14.25%	\$ 2,973	
Medical/Dental Insurance at 16.75%	\$ 3,495	
Total Personnel:		\$ 27,335
Travel:		
To be arranged by and paid by the Denali Commission		
Equipment:		
Software & Hardware- Laptop, Printer, Docking Station, Monitor, Keyboard	\$ 3,200	
Office Equip. (Phone)	\$ 600	
Office Equip. (File Cabinet)	\$ -	
Office Furnishings	\$ -	
		\$ 3,800
Supplies:		
Office Supplies @ \$50/month	\$ 200	
Postage (200 pieces / month)	\$ 800	
		\$ 1,000
Contractual:		
Audit and Tax Work	\$ 1,000	
Bookkeeping, \$37.50/hr, 8 hrs/month	\$ 1,200	
Contractor, Workshops, 5 @ \$400/day	\$ 2,000	
		\$ 4,200
Other:		
Rent	\$ 700	
Insurance (W/C, D/O, Tenants and Gen Liability)	\$ 225	
Phone/Long Dist.	\$ 3,000	
Misc. Expenses	\$ 750	
Internet Connection Expense, \$50/mo	\$ 200	
Equipment Repairs	\$ -	
		\$ 4,875
Total:	\$ 41,210	

Alaska Primary Care Association, Inc.

Technical Assistance Budget for Project Year May 1, 2001 through August 31, 2001

	<u>DC</u>	<u>Subtotals</u>
Personnel:		
Executive Director	\$ 2,746	
Program Asst.	\$ 3,707	
Community Development Specialist	\$ 14,414	
Fringe (excluding medical /dental ins.) @ 14.25%	\$ 2,973	
Medical/Dental Insurance at 16.75%	\$ 3,495	\$ 27,335
Equipment:		
Hardware	\$ 3,200	
Office Equip. (Fax/Phone/etc)	\$ 600	\$ 3,800
Supplies:		
Software	\$ -	
Office Supplies	\$ 200	
Printing	\$ -	
Postage	\$ 800	
Outreach Materials	\$ -	\$ 1,000
Contractual:		
Audit and Tax Work	\$ 1,000	
Bookkeeping, \$37.50/hr, 20 hrs/month	\$ 1,200	
DC Workshops, 6 @ \$400/day	\$ 2,400	
DC Workshop Preparation, 36 hours at \$27.50/hr	\$ 990	
Other:		
Rent	\$ 700	
Insurance (W/C, D/O, Tenants and Gen Liability)	\$ 225	
Phone/Long Dist.	\$ 3,000	
Misc. Expenses	\$ 750	
Internet Expense	\$ 200	\$ 10,465
Total:	\$ 42,600	\$ 42,600

revised 7/13/2001